

24 JUN 1963

MEMORANDUM FOR: Chief, Budget Division

SUBJECT : Printing and Translation Support

1. Forwarded herewith is a memorandum from DD/S recommending an increase in funds and positions for the Office of Logistics for printing service requirements. As an attachment to Col. White's memorandum is a memorandum from DD/P concerning the interest of the Clandestine Services in augmenting the facilities of the Printing Services Division in order to permit them to meet DD/P requirements. I believe that we should do what we can to give the Office of Logistics some immediate relief in this respect.

2. I believe also, as part of a general review of Agency programs, we should take a look at both the problem of printing services and of translation facilities. Both of these areas have certain aspects in common. The most important of these is the fact that our requirements for both translation and printing are, in certain respects, unpredictable or at least are sporadic. The particular operations which have occasioned the very substantial increase in printing requirements for the DD/P have also generated a good deal of difficulty in the translating field. Both FDD and the Printing Services Division have been faced with sudden and unexpected 25X1 requests for rather massive assistance. In both cases I gather that

to alleviate the situation. Obviously, a large part of the burden on both FDD and Printing Services Division is occasioned by the steady increase of regular routine day-to-day requirements. In addition, however, both Divisions are faced with these sporadic requests for high priority and urgent production of very substantial amounts of material. I believe that we should look very carefully into ways to improve our facilities for meeting these requirements with the maximum reasonable economy, flexibility, and general efficiency.

(EXECUTIVE SECRETARY USE)

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3. Accordingly, I should appreciate it very much if you, or some qualified representative of the Budget Division, would consult with appropriate representatives of DD/P, DD/S, and DD/I with a view to formulating whatever recommendations appear pertinent for consideration by the Financial Policy and Budget Committee. You will also wish to review with Mr. Garrison his specific request for [redacted] 25X1 positions having in mind that we should satisfy at least part of this request as promptly as possible.

25X1

[redacted] 25X1

JOHN A. BROSS
Comptroller

cc: ✓ Executive Director
✓ DD/P
✓ DD/I
✓ DD/S
✓ SR Division
✓ Printing Services Division
✓ FDD
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